

**CITY OF CARLSBAD
CLASS SPECIFICATION**

TITLE: **SENIOR CIVIL ENGINEER**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under general supervision, to perform highly responsible professional civil engineering work in one or more of the major functions in the engineering division; to supervise subordinate staff in technical work; and perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This class represents the first management level in the Civil Engineer series. Incumbents may be periodically rotated between the units of the division. Incumbents in this class have considerable independence in selecting work methods from a variety of standards methods or procedures. Incumbents are expected to develop methods and procedures to solve problems, referring for supervisory only those which involve the establishment of new procedures or alternative solutions in conflict with departmental procedures and policies.

Positions in this class may act as first-level supervisors over a small unit of technical and support staff. Incumbents have responsibility to assign, schedule and review works of subordinate staff while personally performing the more complex and responsible work of the unit. Positions at this level typically report to a Deputy City Engineer.

KEY RESPONSIBILITIES:

Serve a project manager for the design development of major City public works projects; define scope of work for City projects; review design of proposals; conduct pre-construction meetings; meet with engineers, other agencies and other City departments to resolve problems relevant to assigned design development projects; review and approve progress payments to engineering firms and contractors.

Supervise, train and evaluate the performance of professional, technical and clerical staff; recommend selection, promotion and discipline of personnel; counsel employees and process informal and formal grievances; establish standards of performance; prepare work schedules and work assignments; check and correct work in progress and upon completion.

Plan, coordinate and actively participate in the preparation of preliminary and final plans and specifications for municipal projects, such as streets, traffic engineering, sewers, storm drains and related structures; review work in progress and submit finished products to the Public Works Director for signature.

Plan, coordinate, supervise and participate in field surveying, engineering, traffic engineering and inspection of municipal projects; participate in difficult right-of-way acquisition proceedings; receive and resolve difficult and unusual public complaints and requests relating to street openings, driveways, traffic engineering designs and sewers.

Prepare engineering studies and reports on future projects.

Plan changes in engineering methods and procedures; attend and participate in conferences and meetings.

Write and review engineering requirements in conditions of approval for private development projects; recommend approval of improvement and grading plans.

Administer Capital Improvement Project contracts and construction projects; prepare budget requests and administer approved budget.

Respond to complex engineering questions; perform the most difficult civil engineering work of the unit.

Perform other related work as assigned.

LICENSE REQUIRED:

Possession of, or the ability to obtain, a valid California Driver's License.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board for Civil and Professional Engineers.

QUALIFICATIONS: (May vary depending on the assignment.)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Advanced principles, practices and methods of civil engineering.

Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to engineering projects.

Applicable federal, state and local laws and regulations related to the engineering development and construction of projects.

Principles, practices and techniques of public administration, including budget and personnel administration.

Project management techniques.

Appropriate safety precautions and procedures.

Leadership methods.

Principles of supervision and training.

Research and report writing methods and techniques.

Ability to:

Perform advanced civil engineering work in the design and construction of City facilities and projects.

Prepare accurate engineering plans, specifications and cost estimates.

Plan, organize, supervise, train and evaluate the work of engineering division staff.

Interpret applicable laws, rules and regulations.

Prepare and analyze technical reports, statements, contracts and legal documents.

Supervise, train and evaluate subordinate staff and direct work to meet deadlines.

Maintain complete, accurate engineering records and files.

Use manual and computerized drafting instruments with skill.

Understand and carry out oral and written instructions;

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates the possession of the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree from an accredited college or university with a major in civil engineering or a closely related field. Additional coursework in Public Administration is desirable.

Four years of progressively responsible professional work experience in the field of civil engineering.

License or Certificate:

Registration as a professional civil engineer in the state of California.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. Attributes of such work sites may include dirty, odorous environments. Employee is required to attend meetings and travel within and outside City limits during normal work hours and periodically in the evenings and on weekends

This is an at-will Management classification.

DATE APPROVED: _____

General Employee

Salary Schedule

[General Employees Salary Ranges](#)

Benefits

[City of Carlsbad General Employee Benefits](#)